

County of San Bernardino

INTEROFFICE MEMO

DATE January 14, 2004**PHONE** 387-5418**FROM** **WALLY HILL**
County Administrative Officer*Wally Hill***TO** **MEMBERS**
Board of Supervisors

SUBJECT **CAO MONTHLY STATUS REPORT – JANUARY 2004**

COUNTY ADMINISTRATIVE OFFICE

Update: Performance Indicators for Comparative Productivity, Cost and Outcomes (Valerie Clay 387-5410)

At the January 12 Management Forum there will be a countywide workshop on the implementation and use of performance measurement. A "train-the-trainers" session was conducted during December with CAO analysts and key department staff, and they will assist departments during the January workshop to develop measures that can be used for benchmarking outcomes with other counties and for the evaluation of the efficiency and effectiveness of key functions. After the workshop, CAO staff will then continue to work with their assigned departments to identify other operations indicators and the statistics necessary to measure outcomes for subsequent budgets. Departments will be requested to develop at least four performance measures for presentation in the 2004-05 Proposed Budget.

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP (ED/PSG) **Economic and Community Development (ECD)**

New: Announcement of 2004-05 CDBG Allocations (Tom Laurin 388-0808)

A series of letters and memos will be issued from ECD during the month of January, announcing the proposed distribution of Community Development Block Grant (CDBG) funds for 2004-05. These funds will be available for use beginning July 1, 2004. An interoffice memo to each member of the Board of Supervisors will provide information on the recommended CDBG budget and detailed information on the amount of CDBG funds that will be available for projects in the unincorporated areas and in cooperating cities in their district. Following these memos, letters addressed to the mayors of the county CDBG Program cooperating cities will be provided by ECD for signature by the County Supervisors to send to the cities in their districts. These letters will announce the amount of CDBG funds each city will receive. Following the mayor letters, letters from ECD to the staff of each city will provide lists and copies of the eligible proposals that request funding from their city. These letters will request that the cities provide to ECD their city council-approved funding recommendations by March 5, 2004. ECD anticipates presenting the recommended list of cooperating city and unincorporated community projects for CDBG funding to the Board of Supervisors on March 30, 2004.

New: 2003-04 Consolidated Plan Substantial Amendments (Tom Laurin 388-0808)

A public hearing before the Board of Supervisors on January 27, 2004, will be scheduled on January 6, 2004. At this hearing, ECD expects to present about four substantial amendments to the CDBG portion of the County's 2003-2004 Action Plan under the 2000-05 Consolidated Plan. These amendments are being identified in response to changing community needs and priorities.

New: Emergency Wastewood Diversion Loan and Grant programs (Tom Laurin 388-0808)

The Emergency Wastewood Diversion Loan and Grant programs are now underway. A \$124,000 grant from the USDA Forest Service will be used to assist businesses and nonprofits with portable milling and wood product development of timber infested by the bark beetle harvested from the mountains. Applicants for the loans under this program must be a business currently operating a small mill or processing a product utilizing bark beetle infested timber, seeking \$5,000 to \$25,000. The grant program will benefit non-profit and educational organizations that can contribute to the mitigation of the situation in our mountain areas by providing milling services and/or development of wood products. All applicants would be required to have a San Bernardino County location and have been in business for at least one year. Grant limits are \$2,000 to \$25,000.

New: Mountain Advertising Group (Tom Laurin 388-0808)

As a result of the recent fire storms, on December 10, 2003, the Department of Economic and Community Development staff met with mountain area Chambers of Commerce, Realtors Association members, and Second and Third Supervisorial Districts' field representatives to discuss financial recovery efforts for the mountain area businesses and tourism economy. The meeting addressed loan and grant resources available for business relief, marketing efforts, and bark beetle tree removal assistance. Advertising efforts will be aimed at informing the public that our mountain communities have not been destroyed and are open for business.

Jobs and Employment Services

New: National Emergency Grant (Barbara Halsey 388-4389)

On December 1, 2003, the State Employment Development Department issued a modification to incorporate \$763,436 in National Emergency Grant funds into the San Bernardino County Workforce Investment Act Subgrant Agreement. The funds may be used through September 30, 2004 to provide temporary employment and job-related supportive services to individuals dislocated from their jobs as a result of the wildfire disaster, those who have been dislocated from employment due to downsizing or business closure, and long-term unemployed individuals.

Land Use Services

Update: Lewis Operating Company (Michael Hays 387-4141, Julie Rynerson 387-4146)

A General Plan Amendment application has been submitted requesting to change the Land Use District from Agriculture to Single-Family Residential, and the Improvement Level change from IL-4 to IL-2 with a Tentative Tract to create 358 residential lots and six lettered lots in four phases on 249 acres in the Apple Valley sphere of influence. The initial environmental study is under preparation and applicant submitted technical reports are under review. More than

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90 letters of opposition have been received from surrounding property owners thus far. The applicant has recently requested the project be placed 'on hold' until mid-January.

Update: Kaiser Commerce Center Specific Plan Amendment No. 2 (Michael Hays 387-4141, Julie Rynerson 387-4146)

Catellus Corporation (CCG Ontario, LLC) continues the cleanup and development of the old Kaiser Steel Mill slag piles that are located north of Interstate 10 and east of Etiwanda Avenue. When fully developed, the project area will contain approximately 15 large industrial warehouses and an "autoveyor" intermodal train to truck shipping complex.

Update: General Plan Update--Community Meetings, (Michael Hays 387-4141, Randy Scott 387-4147)

As part of the three-year process to update the County General Plan, the Advance Planning Division and General Plan consultant team have now completed the first round of meetings organized to collect initial public input on the General Plan update. Meetings have been held in Trona, Yucca Mesa, Newberry Springs, Twin Peaks, Phelan, Big Bear Lake, Needles, Baker, Ontario, Bloomington, Mentone, Devore and Lucerne Valley. Additional public outreach is occurring through the use of Vision Leaders (individuals who volunteer to receive training from the County's General Plan Public Involvement consultant) to solicit input regarding General Plan issues from county residents, through their affiliations with service organizations, clubs, schools, churches, youth athletics groups and so on. All public input will be compiled and used in preparing a draft vision statement for the General Plan. Staff, consultants and the General Plan Advisory Committee (GPAC) will jointly draft the Vision Statement. A second round of public meetings will ensue following preparation and Board review of the initial draft statements. The second round of meetings is anticipated to begin in January 2004 lasting for about two months. Following final public input, the vision statements will again be forwarded to the Board for review, which is anticipated to occur in early spring 2004. Minutes of all of the community meetings are posted on the General Plan Update website at www.sbcountygeneralplan.net. Other information about the update is also available on the website.

Library

Update: County Library to Apply for Additional Construction Grants (Ed Kieczykowski 387-5721)

The County Library has been working with the cities of Fontana and Loma Linda to resubmit applications for construction grants to build a new library in the City of Fontana and an expanded and remodeled facility in the City of Loma Linda. In addition, grants will be submitted to build new libraries in the communities of Bloomington and Running Springs.

New: Lake Arrowhead Mountain Recovery Center (Ed Kieczykowski 387-5721)

The Lake Arrowhead Library, located in Blue Jay, is in the process of establishing a fire recovery information center for the mountain communities. The Library, which is currently housing staff from the Small Business Administration until January, will become a repository for information pertaining to the fire and to the recovery efforts. Ten computers, acquired from the FELAC will provide additional public computer access to Internet sites. In addition, books and other materials pertaining to rebuilding issues have been purchased for the branch. Minor remodeling is under way, which will include new carpeting provided by the Friends of the Lake

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Arrowhead Library, to accommodate the addition computers. It is anticipated the center will be fully operational sometime in January.

Museum

Update: Museum Exhibitions/Presentations (Robert McKernan 798-5719)

For more information regarding the following exhibits/presentations, call 307-2669.

1. "Outdoor Adventures in San Bernardino County," an exhibit of photographs from the Museum's History Division archives, continues in the Schuiling Gallery.
2. On Friday, January 16, 2004, "Beauty for Hand and Eye" will open in the Hall of History and will replace "A Blaze of Color". It will continue the theme of Guatemalan textiles from the Atwater collection.
3. "If You Lived in California," a display of children's books about California history, continues in the Hall of History galleries through Monday, January 19, 2004.
4. On Saturday, January 17, 2004, "Let's Make a Book" workshop, hosted by the Education Division, will open. Writing, designing, and binding will be taught with an emphasis on creativity. Modest registration fees will cover the cost of materials.
5. On Saturday, January 17, 2004, Museum Research Biologist Gerald Braden, will lead a public gallery tour. The subject is "Bears," with an emphasis on the black bears found in our local mountains and foothills.
6. On Sunday, January 18, 2004, the Automobile Club of Southern California will sponsor the Museum's Third Sunday, with free admission, family activities from 1 to 4 p.m., and a special presentation at 2 p.m. by Senior Curator Kathleen Springer on "Fossils Beneath our Feet."
7. On Monday, January 19, 2004, the Museum will be open for the Martin Luther King Jr. holiday.
8. On Saturday, January 24, 2004, an Open House for Educators (teachers and home school parents) is scheduled. The event will introduce educators to educational opportunities at the Museum and through outreach and loan programs.
9. On Wednesday, January 28, 2004, at 7:30 p.m., Paul Spitzzeri, Collections Manager at the Workman and Temple Family Homestead Museum in Industry, will be the guest lecturer and will make a presentation on crime in early California entitled "Cold Case Files."
10. On Friday, January 30, 2004, through Sunday, February 1, 2004, the annual Pacific Coast Micromount Conference will be held at the Museum. Mineralogists from the western states are slated to attend.

Public Works

New: Cost Accounting System (Ken Miller 387-7906, Tim Meyer 387-8094)

The current Public Works cost accounting system was developed by ISD in the mid-1960s. Because of its age, the department uses this system at a significant risk in its ability to record, track, report, bill, and audit job costs. It is imperative the cost accounting system be replaced with an updated system in the shortest time frame possible. The RFP review committee unanimously chose Cascade Software Systems, Inc. (a vendor that specializes in California County Government Cost Accounting Systems) as the vendor of choice. A Board Item to award the contract is scheduled for the end of January 2004. Work on the new system will commence in February 2004, with anticipated implementation of the system scheduled for July 1, 2004.

New: Neighborhood Fire Debris Removal Program (Ken Miller 387-7906, Peter Wulfman 386-8703)

SWMD launched the Neighborhood Fire Debris Removal Program to assist residents (who lost their homes during the recent fires) with debris removal in the county's unincorporated areas. The program offers a lower cost solution to debris cleanup over the homeowner going it along. The program will also improve the recycling and management of the fire debris. SWMD worked closely and quickly with various agencies, including FEMA, to develop this money-saving program. A board item awarded the contract to oversee this program on January 13, 2004.

Update: Bark Beetle Disposal Costs (Ken Miller 387-7906, Peter Wulfman 386-8703)

Despite a year-long effort to find cost effective disposal alternatives, encourage diversion, and locate other funding sources to keep pace with the escalating disposal costs of bark beetle (and now charred timber) debris, SWMD was forced to implement disposal fees for this material at its solid waste sites beginning January 19, 2004. SWMD spent \$5 million in 2003 to manage this material and will continue to seek ways to reduce disposal costs of this material.

New: Public Works Department Efforts Following Fires (Ken Miller 387-7906, Vana Olson 387-7918)

Immediately following the fires, the department established four engineering teams, called Safety Assessment Teams (SAT), to review the burn areas and assess the downstream impacts of the potential mud and debris flows that could follow if the burn areas suffer a significant storm event. While their focus will be on existing Flood Control District jurisdictional facilities, they will also be examining areas that have no regional flood protection facilities in place. These teams are looking at the overall health of the watershed, severity of the burn, debris potential, basin and channel capacities, potential mud and debris inundation areas, and unprotected downstream areas. Both incorporated and unincorporated areas are being evaluated. The teams are making recommendations on providing additional protective safety measures and prioritizing the needed work to be done. Information will be shared and utilized by affected cities to aid in their work to protect their communities.

Preliminary reports and cost estimates have been prepared by the SATs and funding mechanisms are being explored. The SATs are meeting with NRCS staff and touring the identified areas of concern for potential joint participation on emergency projects. Approved projects could be cost shared 75% NRCS and 25% Local Sponsor (such as the Flood Control District, city, or county). The U.S. Army Corps of Engineers and the Federal Emergency

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Management Agency have also been working with our staff to explore funding and reimbursement mechanisms.

The SATs have identified several street crossings in cities and unincorporated areas which should be closed when major storm flows are anticipated due to the potential for hazardous mud and debris crossing over the roadways. Some of these crossings are Foothill Boulevard between Sterling and Arden Avenues and 40th Street between Waterman and Mountain Avenues, in the City of San Bernardino; Summit Avenue west of Wardman-Bullock Road and Etiwanda Avenue north of Summit, in the City of Rancho Cucamonga; and Glen Helen Parkway and Lytle Creek Road. Road closures in incorporated areas will be coordinated with the cities. K-rail is being delivered to many of the locations so that closures can take place if severe storms are predicted.

In an effort to encourage people to be proactive and protect themselves, the department is currently printing and distributing more than 4,000 "Debris and Erosion Control" pamphlets to the areas that may be affected by mud and debris flows. These pamphlets are available at the department.

Fifteen early warning rain gauges have been purchased and delivered to the Department subsequent to the fires to enhance our ALERT (**A**utomated **L**ocal **E**valuation in **R**eal **T**ime) system. Installation of the gauges will be completed by December 19, 2003. The gauges will give County staff and the weather service rainfall information from remote locations as it occurs. We currently operate 44 gauges and 8 are in the burn areas. All of the 15 new gauges will be in the burn areas.

Sandbags and sand have been delivered to many areas, which could be subject to mud, and debris flows during storms. Over 7,000 bags and sand to fill them were delivered to the Lytle Creek Community. The Department is resupplying the sites as needed.

K-rail and hay bales for erosion and control of mud and debris flows have been placed at many locations that may be subject to flows from pending storms. Additional materials have been stockpiled to have on hand as needed.

Basin cleaning is continuing and currently nearly all of the basins have been cleared to design capacity. Bulldozers and heavy equipment have already been working in the following areas:

- San Bernardino above 40th Street east of Waterman Avenue in the Twin Creek Spreading Grounds, a low flow channel was graded and debris removed and the work is now completed.
- San Antonio Basins and facilities in Upper Cucamonga Creek in North Upland are being cleaned of accumulated material.
- Rock reinforcement has been placed along Cajon Creek at the confluence with Devil Creek Diversion Channel in the City of San Bernardino.

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- Grading is being done and vegetation cleared in City Creek and Baldrige Creek in the City of San Bernardino.
- Burnt trees and material is being removed from Demens Basin and Deer Creek Basin in Rancho Cucamonga.
- Channel grading and levee reinforcement is being done in Upper Etiwanda and San Sevaine Channel in the Cities of Rancho Cucamonga and Fontana.

Oak Creek Basin in Highland is being cleaned out after it filled and had spillway flows as a result of the minor storms experienced three weeks ago. No private dwellings were affected by the minor spill and the basin was cleared out as quickly as possible in anticipation of the next storm. The debris-laden flows are difficult to clean out and several methods are being tested including pumping out the very liquid mud though debris is clogging the pumps.

The U.S. Army Corps of Engineers is currently cleaning many basins of debris.

The department's Emergency Operations Manual is being modified to reflect the importance of monitoring the burn areas and downstream facilities during major storm events. Monitoring storm patrol members have been briefed on the areas of potential safety problems associated with the fire and a dry run was held on November 24, 2003.

The department has accelerated its order of surveillance cameras to be installed at key flood control facilities. Five cameras have been ordered and will be installed on identified priority basins that can be operated by remote control to monitor basin inflows and debris levels during storm events.

118,000 property owners and residents are receiving a direct mail notification of flooding hazards.

Meetings have been held with the cities of Rancho Cucamonga, Highland and San Bernardino to begin the coordination of joint efforts in providing identified protective measures, response to needed street closures, and public awareness strategies. Since the release of the FEMA maps prepared by URS on December 3, 2003, the department is receiving calls from concerned citizens living near the areas depicted to be at risk on the mapping. The department has expressed concerns to FEMA and other agencies about the reliability of data so quickly generated from broad based assumptions on regional facilities. Also, there may be a false sense of security being generated by the maps in areas not shown as subject to flooding. Residents living immediately adjacent to the burn areas in areas not shown as flood areas may still be subject to serious mud and debris flows in the event of a major storm event.

Redevelopment

Update Initial Feasibility Studies for New Redevelopment Project Areas (John Nowak 381-7983)

The Agency Board approved adding the Cedar Glen area to the initial feasibility study being conducted for potential redevelopment project areas. Completion of the studies is scheduled for April 2004.

New: Agreement with The California Speedway Corporation (John Nowak 381-7983)

The Agency Board approved an agreement with The California Speedway Corporation to assist with their nighttime lighting construction and to participate in a three-year joint marketing program for the San Sevaine Redevelopment Project Area. \$700,000 will be available for the lighting construction costs. In 2003-04, \$300,000 is available for marketing programs. In each of the next two fiscal years, \$250,000 would be available for marketing with an option for an additional \$250,000 in each of the two fiscal years.

Registrar of Voters

Update: Election Activity (Scott Konopasek 387-2083)

December 2, 2003 Board of Retirement Election--The Board of Retirement Election was certified on December 16, 2003. Those elected were as follows:

Douglas Moreno was elected to a three-year term as General Member

Harry H. Hatch was elected to a three-year term as Safety Member

Bret Henry was elected to a three-year term as Alternate Safety Member

January 13, 2003 Highland Recall--Sample ballot pamphlets for the City of Highland's recall election have been mailed and absentee/early voting began on December 15, 2003. This will be the first election using the new electronic voting system. Dianne Young cast the first electronic ballot in the county. Ms. Young was excited to be an active participant in this phase of the county's history and said she was pleasantly surprised at how easy the whole process was to complete.

March 2, 2004 Primary Election--The nomination period for the March 2, 2004, Primary Election ended on December 5, 2003. Consolidations for ten local measures have been received.

Update: Petition Activity (Scott Konopasek 387-2083)

Hesperia Petition--On November 17, 2003, the Registrar of Voters' office received a referendum petition for repealing Resolution No. 2003-67, adopted August 25, 2003 by the Hesperia City Council approving a municipal services agreement with the Timbisha Shoshone Tribe. The petition was examined using a random sampling of 500 signatures and the results were found to contain 78.20% valid signatures. The petition was declared valid by the City Clerk.

Redlands Petition--On December 9, 2003, the Registrar of Voters' office received a referendum petition for an initiative ordinance of the people of Redlands amending the principles of managed growth and the land use of the Redlands General Plan. The petition was

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examined using a random sampling of 500 signatures and the results were found to contain 81% valid signatures. The petition was declared valid by the City Clerk.

Special Districts

Update: County Service Area 70, Improvement Zone L (Pinon Hills/Phelan) Well 14 (Tom Sutton 387-5967)

Bids were received on August 29, 2003, for the drilling of a new 1,000-gallon per minute (expected production) domestic water well. September 9, 2003, the Board of Supervisors approved the construction contract in the amount of \$307,355 to Southwest Pump and Drilling Inc. The 36-inch diameter conductor casing was set on October 30, site work completed on November 7, and drilling was completed to a depth of 1,100-feet on November 23, 2003. Water quality sampling was completed on December 12, 2003 and indicated that the water is high grade and suitable for potable use without treatment. Well development by airlifting and swabbing was completed on January 9, 2004. Final development by pumping is scheduled to begin on January 21, 2004, and should be completed within a two-week period. The contract completion date for drilling was January 1, 2004, and the contractor was notified in writing on January 12, 2004 that he is in non-compliance with the contract and may be subject to the penalties as described in the contract. Onsite construction services and the final design for the well equipping have been contracted with Albert A. Webb Associates Inc. The project is funded with California Infrastructure Development Bank funds obtained by the department in 2002-03.

Estimated total project cost: \$1,081,067

Start of construction date: October 2003

Update: County Service Area 70, Improvement Zone L (Pinon Hills/Phelan) Reservoirs (Tom Sutton 387-5967)

On October 8, 2002 the Board of Supervisors authorized County Service Area 70, Improvement Zone L to advertise for public bids to construct four new 1-million gallon reservoirs. A contract in the amount of \$1,997,200 was awarded and construction began on January 10, 2003. Reservoir 1A was completed and put on-line with the Department of Health Services (DHS) approval on October 8, Reservoir 1C was put on-line with DHS approval on August 27, Reservoir 2C was put on-line with DHS approval on July 10, and Reservoir 1B was put on-line with DHS approval on December 1, 2003. Final clean up is complete and the project finished. Staff is in the process of preparing the final report for submittal to SCE in order to receive the grant funds. The project is funded with California Infrastructure Development Bank funds obtained by the department in 2002/03.

Estimated total project cost: \$2,250,000

Start of construction date: January 2003

Update: County Service Area 64 (Spring Valley Lake) Reservoirs, Well No. 7, and 16-inch diameter pipeline (Tom Sutton 387-5967)

On April 1, 2003, the Board of Supervisors approved an agreement in the amount of \$209,604 (No. 03-303), on behalf of County Service Area 64, for Albert A. Webb Associates Inc. to design and engineer two new 3-million gallon water storage reservoirs, one 2,000 gallon per minute (estimated production) domestic water well and an interconnecting 16-inch diameter pipeline.

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The Department has received preliminary approval for a loan from the CIEDB and the final loan application will be submitted in December.

Estimated total project cost: \$5,170,000
Estimated start of construction date: March 2004

Update: County Service Area 70, Improvement Zone J (Oak Hills) Reservoir, Well No. 5, and Pipeline Looping (Tom Sutton 387-5967)

The Board approved a capital improvement project for the District with the adoption of the District budget on June 24, 2003. The project includes the construction of a 1.75 MG storage reservoir, a 1,200-foot deep 1,000 gallon per minute (anticipated production) well, and various diameter waterlines to close critical loops in the water distribution system. The contract documents and CEQA compliance for the drilling of Well No. 5 are complete. The District received authorization to obtain public bids for the well drilling at the January 6, 2004 Board Meeting. The project will publicly advertise to accept bids on January 28, with a tentative bid date of February 20, 2004. All other components of the project are in the design phase and the CEQA compliance is complete. The department has received approval from CIEDB for a loan to finance the project.

Estimated total project cost: \$4,274,600
Estimated start of construction date: March 2004

Update: County Service Area 70, Improvement Zone B (Silver Lakes) Percolation Pond (Tom Sutton 387-5967)

This project was initially authorized by the Board with the adoption of the 1998-99 budget. The project includes the construction of a new effluent storage/percolation pond, metering facilities, and the rehabilitation of the existing effluent storage/percolation pond at the Silver lakes Wastewater Treatment Plant. This project will provide increased treatment process reliability and avoid potential violations of the plants waste discharge requirements. A Board Agenda Item is currently under review and authorization to obtain public bids will be requested at the January 27, 2004 Board meeting. The Department has received approval for a loan from the State Water Resources Control Board to finance the project.

Estimated total project cost: \$450,000
Estimated start of construction date: March 2003

Update: Crestline Sanitation District Maintenance Building (Tom Sutton 387-5967)

This project was initially authorized by the Board with the adoption of the 1998-99 budget. The project includes the construction of a new 6,100 square foot pre-engineered building, the conversion of the maintenance bays in the existing building to conference rooms and offices, and miscellaneous other renovations to the existing building. The plans and specifications were completed in March of 2002 and the district received public bids on May 29, 2002. The bids received were \$500,000 above the project estimate and the district decided not to award a contract. The project is currently in the process of implementing a value-engineering proposal to revise the project to reduce the project costs. The project is funded with local district funds.

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Estimated total project cost: \$1,000,000

Estimated start date: April 2004

Update: County Service Area 63 (Oak Glen) Regional Park Construction Project (Jeff Rigney 387-5941)

County Service Area 63 (Oak Glen) applied for and received Proposition 12 funding to construct a new regional park for the Oak Glen Community. The project is currently in design by a landscape architect. Community meetings are being held to obtain community input for the design of the park. The facilities will include nature trails; tot lot; group and individual picnic shelter areas. The park will be aesthetically compatible with the Oak Glen School House and Conservancy Group property located adjacent to the park area.

Estimated Project Cost \$500,000

Estimated start date: April 2004

Update: Construction of Muscoy Fire Station No. 75 (Jeff Rigney 387-5941)

The community of Muscoy will be receiving a new fire station with upgraded facilities. The design of the fire station is 90% complete. The Conditional Use Permit has been issued and the plans and specifications are at Building and Safety for review.

Estimated cost: \$1.5 million

Estimated start date: November 1, 2003

Update: Lenwood/High Desert Estates Sewer System Project (Jeff Rigney 387-5941)

The communities of Lenwood and High Desert Estates in the Barstow area received Environmental Protection Act grant funds of \$3.5 million and United States Department of Agriculture grant funds of \$1.5 million with a low interest loan of \$3 million. The project includes a replacement and upgrade of the existing sewer system in High Desert Estates and the installation of a new sewer system and abandonment of the septic systems in Lenwood. The engineering and design of the project is complete. The contract has been awarded to Lt. Excavating. Construction is scheduled to begin in the High Desert Estates area first.

Estimated total project cost: \$7.5 million

Estimated construction cost: \$4.4 million

Estimated start date: October 2003

Update: County Service Area 70, Improvement Zone R-39 (Highlands Estates) road paving project (Jeff Rigney 387-5941)

The community of Highlands Estates passed a \$405 annual service charge assessed on each parcel of land within the boundaries of the district to pave approximately 3.5 miles of dirt roadway. A County Service Area Revolving Loan was obtained for \$400,000 to be repaid by the district. The engineering plans and specifications have been completed and the contract awarded to Vance Corporation.

Estimated project cost: \$375,000

Estimated start date: September 22, 2003

Update: County Service Area 9 (Phelan) construction of a new regional park facility (Jeff Rigney 387-5941)

County Service Area 9 (Phelan) applied for and received Proposition 12 funding to construct a new regional park for the Phelan Community. This park will consist of 2.1 acres and include a tot lot, skateboard park, baseball court, public and individual picnic shelters; a horse shoe pit and public restrooms. The environmental requirements have been completed, the land has been acquired and the design is 80% complete. The project is currently being reviewed by the Planning Division of Land Use Services.

Estimated project cost:	\$400,000
Estimated start date:	November 1, 2003

**HUMAN SERVICES SYSTEM
Behavioral Health (DBH)**

Update: Telepsychiatry (Rudy Lopez 387-7024)

The Trona Clinic is now connected to the Countywide Area Network Computer System. Psychiatric services can now be provided via telecommunications equipment. Telepsychiatry allows us to provide more hours of services to the residents of Trona while reducing employee transportation time.

New: Service for Individuals with High Risk of Hospitalization (Rudy Lopez 387-7024)

Effective November 1, 2003, a Regional Intensive Case Management Team, comprised of two case managers, replaced the Regional Intensive Day Treatment Program. It was determined that the needs of consumers at risk of hospitalization would be better served by Intensive Case Management than the Intensive Day Treatment Program. The team will work with hospital discharges in an effort to prevent recidivism back into the inpatient unit.

New: 12 Step Alcohol and Drug Recovery Model for Teenagers (Rudy Lopez 387-7024)

The Rancho Cucamonga Clinic recently facilitated an ALA-Teen meeting at the Recovery Center. ALA-Teen is a 12-step (alcohol and drug recovery) model group for teenagers with siblings, parents, or other family members who have substance abuse problems. This weekly meeting is a needed resource in the community because the only other meetings for this geographical area are in Pomona or Temecula. The Recovery Center developed flyers advertising the group. The flyers were distributed to schools, clinics, and agencies in the area.

New: UJIMA CLINIC(Rudy Lopez 387-7024)

Behavioral Health will close the Ujima Clinic located in Fontana effective January 31, 2004. Caseloads are being reviewed on the basis of the geographic locations of the consumer's homes in an effort to determine where they might transfer to after Ujima has closed. However, consumers will make the final decision as to where they will go for services.

Update: FEMA Phase II (Rudy Lopez 387-7024)

Temporary staff has been hired to complete the second phase of the FEMA Grant. The staff will be working with contract agencies to provide services to the victims of the fire disasters.

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New: Anticipated Budget Shortfall (Rudy Lopez 387-7024)

Behavioral Health is projecting a \$13.5 Million revenue shortfall in its mental health program in 2004-05. The budget shortfall is primarily due to declining realignment revenues. Also, state general fund support dedicated to specific programs/services (AB 2034, Homeless Services, Children System of Care, and the Mentally Ill Offender Crime Reduction Grant) will likely be reduced/eliminated.

In order to better position the mental health service delivery system for a reduced level of funding in 2004-05, Behavioral Health has begun planning the restructuring of services and staffing that will be needed. The following mental health services delivery components are under review for budget impacts: Behavioral Health leased facilities; contracted mental health services; target populations; Medi-Cal penetration rate; service matrix; staff licensure, productivity, and clinical mix.

Children's Services (DCS)

NEW: Healthy Homes Programs (Cathy Cimbalo 388-0242)

Children's Services will begin implementing this new initiative early next month in collaboration with the Department of Behavioral Health. The program's goal is to obtain mental health screenings for children supervised by DCS in out of home care. Outstationed Behavioral Health liaisons in each DCS region will receive referrals from DCS social workers and coordinate the process of scheduling assessments by DBH clinicians. Designated DCS regional staff will help coordinate the implementation of the Healthy Homes program with their DBH contacts. The assessments will be conducted in DBH regional clinics or DCS offices. In some situations a joint home visit by the DCS social worker and a DBH clinician will occur. This new program will help identify mental health treatment needs of children before they become more severe and also identify service needs that will prevent placement failures.

Preschool Services

Update: Family Literacy Program (Roberta York 387-2792)

An eleven-week Family Literacy Program was just completed at seven Head Start centers in San Bernardino, Rialto, Ontario, Victorville and Apple Valley. A new eleven week Family Literacy Program is scheduled to start in January 2004 in Colton, Rancho Cucamonga, Rialto, Barstow, Lucerne Valley, 29 Palms and Redlands.

New: Spanish GED Program (Roberta York 387-2792)

The O.W.L. Program is starting a G.E.D. program in Spanish at the Ontario Maple Head Start center. The program will begin in January 2004.

New: Eye Exams (Roberta York, 387-2792)

On January 12-16, 2004, the Gift of Sight Los Angeles Eye Institute will be at the San Bernardino County Sheriff's Station on Third Street in San Bernardino. The institute will provide up to 100 Head Start families with older siblings free eye exams and prescription glasses.

New: Christmas Toys (Roberta York 387-2792)

This Christmas PSD and the Children's Fund provided more than 2,000 Head Start children and families with Christmas toys.

Public Health

Update: Influenza (Jim Felten 387-9146)

While the threat of West Nile Virus diminished with the arrival of colder weather in December (a total of seven infected birds were identified, but no human cases), influenza quickly became of great concern to the public, and to the Department of Public Health. As other western states experienced record levels of flu, including the deaths of several children, persons with flu-like symptoms have saturated San Bernardino County hospitals. Public Health issued advisories to hospital administrators to enhance infection control and increase available staff and bed space. Personal precaution messages were issued to the public in order to decrease the spread of the flu and other viral diseases. Supplies of flu vaccine were exhausted by the second week of December. Additional vaccine provided by the state and the CDC was shipped to the county, but amounts were limited. The department will consider requesting a "State of Emergency" from the BOS if the emergency medical system becomes overwhelmed.

Transitional Assistance Department

Update: Food Stamp Error Rate (Linda Haugan 388-0236)

The department continues to maintain the Food Stamp error rate well within federal tolerance levels. Federal and state officials have praised our activities aimed at reducing the food stamp error rate.

The cumulative error rate for San Bernardino County is 3.22% for reviews completed through September 2003. This cumulative error rate is for the Federal Fiscal Year (FFY) 2003. Overall, the department has made significant progress when compared to the 2001 and 2002 Federal Fiscal Years when the error rates were 14.50% and 10.10%, respectively.

INFORMATION SERVICES (ISD)

New: New Departments and Services Directory (Leyden Hahn 388-5501)

The web team in the ISD Emerging Technologies Division has implemented a new departments and services directory on www.sbcounty.gov. This new directory contains more than 800 service items and is designed to assist visitors to the county's web site in locating contact information for the services they need. For services not provided by the county, it directs them to appropriate state or other local agencies. It can also be expanded to include services not currently listed and has a feedback mechanism for that purpose. This is another way we are trying to be customer service focused in our delivery of services.

**INTERNAL SERVICES GROUP
Architecture and Engineering (A&E)**

Update: High Desert Juvenile Detention and Assessment Center (Dan Ojeda 387-5025)

In the last month, the contractor continued with fireproofing, roofing, HVAC ductwork, glazing, electrical, painting and metal framing. Site hardscape is complete. Bid opening for the project to construct an off-site sewer line to serve the facility was December 3, 2003; due to an abnormality in the lowest bid, the bids will be rejected and re-bid in January 2004. The general contractor has recognized that the security/communications electronics subcontractor is behind schedule and may schedule double shifts for the subcontractor until the schedule is made up. Overall construction is approximately 86% complete.

Total project cost estimate: \$31,260,000
Expected completion date: June 30, 2004

Update: Juvenile Dependency Court and Department of Children's Services Building (Dan Ojeda 387-5025)

In the last month the contractor continued working on the wood framing of interior walls, erection of the masonry detention cell walls, and erection of the entryway and other structural steel beams.

Total project cost estimate: \$5,100,000
Construction cost estimate: \$4,225,000
Expected completion date: June 30, 2004

Update: Central Courthouse Seismic Retrofit Project (Gerry Newcombe 387-5424, Dan Ojeda, 387-5025)

The design for the expanded scope has been proceeding and should be completed by August of next year. Other pending items include the consultant contract award to Parsons Brinckerhoff for construction management services. Also an agenda item to approve the State historical grant will be brought forward to the Board in January 2004.

Total project cost estimate: A pre-design estimate of \$30,000,000
Design completion date: August, 2004
Expected completion date: November 2006 – assuming timely acquisition of relocation space

Update: Devore Animal Shelter New Sewer Lateral and Lift Station/Kennels (Dan Ojeda 387-5025)

Sewer Lateral and Lift Station

The 1,500 ft. of 4" sewer lateral has been installed and connected to the City of San Bernardino's main sewer line at Cajon Boulevard. Construction of the sewer lift station portion of the project has been proceeding and is now 100% complete.

Total project cost estimate: \$365,000
Completion date: December 12, 2003

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Kennel Expansion

Upon completion of the lift station, the kennel contractor (MGF Construction) started work and is underway with the site work, utility work and foundation work.

Total project cost estimate: \$517,000

Expected completion date: March 2004

Facilities Management

Update: Utilization of "Free" Labor (Dave Gibson 387-2230)

After much coordination with Probation and HSS participants from each of their respective programs, they have begun providing assistance in helping maintain the county's facilities. To date Facilities Management has been provided with 829 hours of volunteer service this fiscal year.

Update: Glen Helen Water System (Dave Gibson 387-2230)

The drought conditions continue in the Glen Helen/Devore area. To date, three new wells have been drilled, two completed and one still under construction. The one that is under construction is due to come on-line by the end of the month. After all wells are on-line, rehabilitation of the two existing wells will begin. This water system was instrumental in fighting the Grand Prix and Old fires. With the new operational wells 1A, 5 and the dedication of both the Facilities Management employees and its contractors, the water system functioned under emergency conditions flawlessly for the requirements of the firefighters and their equipment.

Update: Roof Repairs for the Central Detention Center/Sheriff's Headquarters Plant Operations Building and Fontana Complex Plant Operation Building (Dave Gibson 387-2230)

The Board of Supervisor approved the contracts for the roof repairs on October 7, 2003. The Fontana roof has been completed and the Central Detention Center (CDC) roof is awaiting asbestos abatement prior to completion of the project. The asbestos pre-construction meeting will be held in December. After the abatement, the CDC roof will be scheduled to be completed in mid-January 2004.

Update: Parking/Wayfinding Signage – Superblock (Dave Gibson 387-2230)

The "test" sign is under construction. After reviewing a mock-up, a few suggested changes are being incorporated into the final version. The sign shop and Purchasing-graphics are overseeing the final development and is scheduled to be completed in January.

Update: Utility Budget Analysis (Dave Gibson 387-2230)

A draft report has been submitted. Staff is reviewing the draft with MCG consulting and the final report will be completed at the beginning of next year.

Update: Replace card reading/security system in elevators – County Government Center (Dave Gibson 387-2230)

This project is to replace an old, malfunctioning security access system in elevators in the County Government Center. The installation of the chambers and elevator system is

completed. The specifications and job walk for Phase 2 (card readers on exterior doors) will begin in January.

Update: Remove grounds shack from outside employee break area – Civic Center Building (Dave Gibson 387-2230)

This project is to beautify and secure the outdoor break area located in the south parking lot. The dilapidated shack has not been used for a number of years and will be removed. A concrete walkway will be installed to provide a more secure approach to the break area. Completion is scheduled for February 2004.

New: Replace emergency generator transfer switches at the Central Detention Center/Sheriff Headquarters (Dave Gibson 387-2230)

This project will replace deteriorated and unreliable transfer switches for the emergency generators located in the plant operation center for both building facilities. The current switches are original to the jail construction and no longer have replacement parts available for repairs. Replacing the existing transfer switches will ensure a more reliable emergency electrical supply to both facilities. The scheduled completion for this project is beginning of March, 2004.

New: Remodel entrance to the Old Hall of Records (Dave Gibson 387-2230)

This project will enhance the entranceway to the building. The lobby of this building is in need of an upgrade due to daily heavy traffic. This will provide the Public and County employees with a clean, safe and functional entrance to the facility. Completion of this project is scheduled for beginning of March 2004.

Fleet Management

Update: 2002-03 Vehicle Purchase (Roger Weaver 387-7870)

All but one of the 239 vehicles in the 2002-03 vehicle purchase have been received, and nearly all have been placed in service.

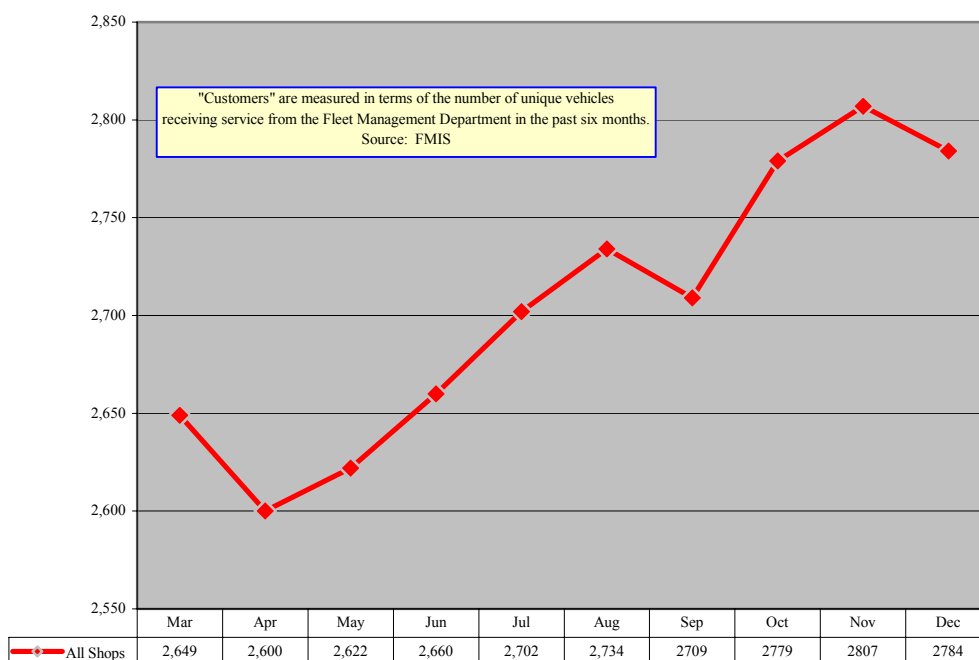
Update: Growth/Expansion Efforts (Roger Weaver 387-7870)

Fleet Management's growth/expansion efforts took a minor downturn in this period. This is not expected to continue; the future still looks promising.

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New: (Roger Weaver 387-7870)

The county hosted the first (of hopefully many) meeting of fleet managers operating in the San Bernardino County area. The intended representation is directors and managers of local government and quasi-government fleets throughout the county. The first meeting was attended by representatives from the cities of Ontario and San Bernardino, and the county's Fleet Management and Public Works Departments.

The intent of these meetings is to create an environment of open discussion and awareness of vehicle and fleet issues that affect all fleets in the region, and to explore avenues of mutual assistance/cooperation. The reception of this concept has been excellent, and the attendees agreed to bring representatives from other fleets to the next meeting, which will be scheduled in approximately six weeks.

Purchasing

Update: Language Changes to Consider Cost in Solicitations (Aurelio De La Torre 387-2074)

The Purchasing Contracts Unit will be providing staff training in January/February 2004 for "Guidelines for Procurement of Services". Training will be provided to CAO, County Counsel, and department staff regarding developing and soliciting Request for Proposals (RFPs) for services.

The Guidelines include, but are not limited to, definitions, RFP process and development, preparing a statement of work, solicitation of proposals, evaluation process, disputes, appeals, protests, and all relevant county policies, standard procedures, general terms and conditions,

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and a sample RFP. These guidelines are intended to be the umbrella for RFP development for all county RFPs regardless of department or group. This will ensure consistency and consideration of cost in all solicitations.

Also, orientation will be provided for the November 18, 2003 Board of Supervisors-approved changes to County Policy 11-05, Standard Practices 11-05SP1, 11-05SP2, and 11-06SP, and the procurement manual changes.

New: Procurement Task Force (Aurelio De La Torre 387-2074)

After the fire emergency, the CAO requested that the Purchasing Department explore ways to expedite the procurement process on an ongoing basis. A procurement task force composed of Mark Weinstein (CAO), Michelle Blakemore (County Counsel), Art Gomez, (HSS Admin), Carolyn Bondoc, (Sheriff's Department), Dale Conrad (ARMC), Betsy Starbuck, (ACR), and Aurelio W. De La Torre, (Purchasing) has met and will continue to study several areas to improve the County's procurement process. Areas to be studied include, increasing the low value limit, the RFP process, limits on service purchase orders and non-competitive procurements, the distributed requisition process, enhanced training for departments, and redefining the commodity tables. A survey will be sent to departments in January 2004 for input on recommendations. In addition, input will be sought from the Board of Supervisors after the results are received and tallied.

Real Estate Services (RES)

Update: Sale of 44 Acres on Central Avenue, West of Tippecanoe, near SBIA in San Bernardino (Dave Slaughter 387-7837)

Discussions have continued with the Inland Valley Development Authority (IVDA) regarding the sale of the referenced 44 acres. A cash purchase of the property would have necessitated a loan to IVDA by Hillwood with conditions that created certain complications and potential issues not acceptable to the County. IVDA has now proposed a purchase structure that will provide a 25% down payment and a note at 7% interest, payable to the County over four years, for the balance of purchase price, with a provision that allows the County to call for the balance to be paid in full with 6 months notice. The purchase and sale agreement, note and deed of trust are being prepared and will be presented to the Board for approval by the end of January 2004, with a closing scheduled immediately thereafter.

Update: Sale of 750 Sq Ft of Big Bear Valley Recreation and Parks District Property in Big Bear Lake to Southwest Gas (Dave Slaughter 387-8290)

On December 16, 2003, the Board approved a notice and set a public hearing date of January 27, 2004 to hear a recommendation to sell 750 square feet of Meadow Park to Southwest Gas to locate a regulator station. Upon approval by the Board, the property will be conveyed to Southwest Gas in exchange for payment of the appraised value.

WH:va

cc: Management Forum
Public Information Officers
Executive Secretaries